

City of San Antonio Application for Appointment



Board/Commission/Committee _____

Name: _____
(Title) (Last) (First) (Middle)

Mailing Address: _____
(Street) (Zip Code)

Preferred Phone and Fax: _____
(Phone) (Fax)

Employer _____ Occupation: _____

Are you or can you be qualified to vote in a City of San Antonio Election? ____ Yes ____ No

Are you a City of San Antonio/Bexar County resident? ____ Yes ____ No How Long? _____

In which City Council District do you reside? _____ Length of residence: _____

Have you ever represented any other private person, group or entity for compensation before the City Council or any department, commission, board or committee of the City within the last three years?
____ Yes ____ No

Do you, your spouse or your employer have any financial interest, direct or indirect in any contract with the City (this includes serving as an Administrative Aide to a Council member)?
____ Yes ____ No

Do either you, your spouse or your employer have any financial interest, directly or indirectly, in the Head Start Program or Parent/Child, Inc?
____ Yes ____ No

Are you, your spouse or your employer a parent or legal guardian of a child currently enrolled in the Head Start Program?
____ Yes ____ No

Are you, your spouse, or your employer related by blood or extended family to any City of San Antonio or Parent/Child, Inc. employee?
____ Yes ____ No

Have you, your spouse, or your employer ever served on the Parent/Child, Inc., Head Start Policy Committee?
____ Yes ____ No (If yes, dates served: _____)

Name: _____

Page 2

Resolution No. 92-31-26 states - appointment to City Boards and Commissions include allowance for proper representation to reflect not only the ethnic makeup of the community, but also its gender makeup. As such, please complete the following optional information.

ETHNIC CODE:

☐

W = Non-Minority

H = Hispanic*

* = Note that Hispanic includes all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.

B = African American

P = Asian or Pacific Islander

O = Other

I = American Indian/Alaska Native Aleutian

GENDER CODE:

☐

M = Male

F = Female

Do you have any litigation pending or completed within the last 12 months, either personally or professionally, that would affect your ability to fulfill the functions of the board or commission, if selected? If yes, please describe:

Have you ever been convicted of violating any federal, state or municipal law, regulation or ordinance? If so, give details. Do not include traffic violations.

BACKGROUND

Education: _____

Professional: _____

Volunteer Experience/Community Service: _____

Areas of interest: _____

Have you ever been hired for a position with the City? ____ Yes ____ No
If yes, list the department(s) and dates below.

Department: _____
From: _____ To: _____

Name: _____

Page 3

Reason for leaving City employment: _____

Please specify membership on any other governmental Board/Commission/Committee.

List all Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or other Entities of which you are a member and/or officer and/or employed by, and give the title and dates of any position which you have held in such organization.

Organization: _____

Title: _____ Dates: _____

Organization: _____

Title: _____ Dates: _____

Please provide a brief narrative outlining your reasons for seeking appointment to a board or commission. (Resume or additional information may be attached.)

I have read and understand the guidelines set out in Attachment I of this application. The foregoing and any attached statements are true, accurate and complete; and I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.

Signature

Date

PLEASE RETURN COMPLETED FORM TO CITY CLERK'S OFFICE FOR PROCESSING:

City Clerk's Office
City Hall, 2nd Floor
P.O. Box 839966
San Antonio, Texas 78283-3966
Fax No. City Clerk's Office - (210) 207-6938

(Original copy will be on file in the City Clerk's Office for 12 months.)

Note: All information provided herein or pursuant hereto is considered public record upon receipt.

ATTACHMENT I

As a Board and Commission member, you will be asked to adhere to the guidelines established by City Council, which include, but are not limited to the following:

1. Section 160 of the City Charter:

“OFFICERS TO HOLD OVER UNTIL THEIR SUCCESSORS ARE APPOINTED AND QUALIFIED.”

Whenever under the provisions of this Charter any officer of the City, judge or member of any board or commission is appointed for a fixed term, such officer, judge or member shall continue to hold office until his successor is appointed and qualified.

2. Ordinance 93356:

Attendance -

If a member's attendance at regularly schedule meetings falls below 50% on an annual basis from the appointment date or a member misses three (3) regularly schedule dates or a member misses three (3) regularly scheduled consecutive meetings, the member will be asked by the City Council to resign. Absences may be formally excused by the respective Board or Commission. Procedures will be established to enforce this attendance requirement.

Term Limits -

Unless otherwise provided for by statutory or City charter provisions or by other law:

- (a) Limit of term of office to not exceed two (2) years, except where certain Boards and Commissions mandate longer terms of office in accordance with the enacting ordinance.
- (b) Limit of three (3) complete consecutive terms on Boards and Commissions.
- (c) Staggered terms of office are desired.

Resignations -

All resignations must be in writing and filed with the office of the City Clerk.

Municipal Leadership Institute –

No individual is eligible for reappointment unless and until the individual has attended the Municipal Leadership Institute.

3. Ordinance 88874: FINANCIAL DISCLOSURE REPORT

Members are required to abide to the City's Ethics Code and the requirement for each Board and Commission member to file a Financial Disclosure Report upon appointment, and annually thereafter. **Failure to file a Financial Disclosure report will be considered an automatic resignation.**